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Nurse Practitioner and Nurse Midwifery Program Grants

Program Guide

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U.S DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
Health Resources and Services Administration

HE 20.9008:

The Guidelines contained in this Guide are based on Final Regulations published at 42 CFR Part 57, Subpart Y.

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NONDISCRIMINATION

Attention is called to the several nondiscrimination requirements with which all recipients of Federal assistance must be in compliance:

CIVIL RIGHTS: Before an award is made, the applicant organization must have submitted and had accepted by the DHHS Office for Civil Rights, an **Assurance of Compliance**, form HHS-441, with the Civil Rights Act of 1964.

HANDICAPPED INDIVIDUALS: Before an award is made, the applicant organization must have submitted, and had accepted by the DHHS Office for Civil Rights, an Assurance of Compliance, form HHS-641, with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). This provides that no handicapped individual shall, solely by reason of the handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The pertinent DHHS regulations are found in 45 CFR, Part 84.

SEX DISCRIMINATION: Before an award is made, the applicant educational organization must have submitted, and had accepted by the DHHS Office for Civil Rights, an Assurance of Compliance, form HHS-639, with Section 901 of Title IX of the Education Amendments of 1972, (P.L. 92-318), as amended, which provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The pertinent DHHS regulations are found in 45 CFR, Part 86. Attention is called to 45 CFR, Part 83, issued under Sections 704 and 855 of the Public Health Service Act, which together provide that no grant under Titles VII or VIII of the Public Health Service Act shall be made, unless the applicant furnishes assurances satisfactory to the Director, Office for Civil Rights, that it will not discriminate on the basis of sex in the admission of individuals to its training program.

OTHER DISCRIMINATION: Attention is called to the requirements of Section 401 of the Health Programs Extension Act of 1973, as amended, which provides that no entity which receives any grant, contract, loan, loan guarantee, or interest subsidy under the Public Health Service Act may deny admission or otherwise discriminate against any applicant, (including applicants for internships or residencies), for training or study because of the applicant's reluctance or willingness to counsel, suggest, recommend, assist or in any way participate in the performance of abortions or sterilizations contrary to or consistent with the applicant's religious beliefs or moral convictions.

Attention is called to Section 710 of the PHS Act, which provides that no contract, grant, cooperative agreement, loan guarantee, or interest subsidy payment may be awarded under Titles VII or VIII to, or for the benefit of, any school, program, or training center if the tuition levels or educational fees at such school program or training center are higher for certain students solely on the basis that such students are the recipients of traineeships, loans, loan guarantees, service scholarships or interest subsidies from the Federal Government.

AGE DISCRIMINATION: In accordance with 45 CFR, Part 91, attention is called to the general rule that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

SUBCONTRACTS OR OTHER ARRANGEMENTS: If projects involve subcontracts or other arrangements with individuals or entities who provide service or other benefits, the applicant or grantee is responsible for ensuring that all functions carried out in relation to the Federally assisted projects are in accordance with assurances regarding nondiscrimination and human subjects.

PROTECTION OF HUMAN SUBJECTS

Safeguarding the rights and welfare of human subjects involved in activities supported by Public Health Service grants or contracts is the responsibility of the institution which receives the funds awarded for support of the activity.

In order to provide for adequate discharge of this institutional responsibility, no grant or contract for an activity involving human subjects shall be made unless the application for such support has been reviewed and approved by the Institutional Review Board, the institution has submitted a certificate of such review and approval, in accordance with the requirements of Public Law 93-348, as implemented by Part 46 of Title 45 of the Code of Federal Regulations, as amended. Form HHS-596 (Rev. 5/80) shall be used.

Information concerning this policy may be obtained from:

Office for Protection from Research Risks
National Institutes of Health
Bethesda, Maryland 20205

NURSE PRACTITIONER AND NURSE MIDWIFERY PROGRAM GRANTS

The Nurse Training Act of 1975 (Public Law 94-63) amended and extended Title VIII, Nurse Training, of the Public Health Service Act, adding a new Section 822 entitled "Nurse Practitioner Programs." This authority was extended by the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35). The Nurse Education Amendments of 1985 (P.L. 99-92) further amended and extended Section 822 of Title VIII. The Health Professions Training Assistance Act of 1985 (P.L. 99-129) further amended the program. The Nurse Practitioner and Nurse Midwifery Program can be found in the Catalog of Federal Domestic Assistance. The number is 13.298.

This program guide provides general information and guidelines applicable to grants for nurse practitioner and nurse midwifery programs. Programs supported under this section must meet the guidelines prescribed by the Secretary of Health and Human Services under Section 822 (a)(2)(B) of the Act and included in the final regulations published in the *Federal Register* as Part III on November 29, 1977 (42 CFR Part 57, Volume 42 Number 229) and technical amendment dated June 27, 1978, Volume 43, Number 124.

Nurse Practitioner and Nurse Midwifery Program Grants are governed by Section 822, Public Health Service Act, program regulations, terms and conditions of the award document, PHS Supplemental Chapters to the *DHHS Grants Administration Manual*, and the applicable portions of 45 CFR, Part 74. The latest edition of the *Public Health Service Grants Policy Statement* and addendum are also a valuable guide to grantees. Copies of these documents may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The stock number is 017-020-00090-01.

ADMINISTRATION

The Nurse Practitioner and Nurse Midwifery Program grants authorized under Section 822(a) of the Public Health Service Act, are administered by the Division of Nursing and Grants Management Branch, Bureau of Health Professions, Health Resources and Services Administration. Questions concerning programmatic aspects and requests for consultation should be directed to:

Nurse Practitioner and Nurse Midwifery Program
Division of Nursing, BHPr, HRSA
5600 Fishers Lane, Room 5C-14
Rockville, Maryland 20857

Questions concerning the business and grants management aspects of grants should be directed to:

Grants Management Officer (D24)
Office of Program Support
Bureau of Health Professions, HRSA
5600 Fishers Lane, Room 8C-22
Rockville, Maryland 20857

CONSULTATION

Consultation concerning the development of grant proposals is available from the Division of Nursing staff through visits to agencies and institutions, through conferences in the Division Office and at national and regional meetings, or by telephone and mail communications.

ELIGIBILE APPLICANTS

To be eligible for a Nurse Practitioner or Nurse Midwifery Program grant, the applicant must be a public or nonprofit private school of nursing or public health, a public or nonprofit school of medicine which received grants or contracts under this subsection prior to October 1, 1985, a public or nonprofit private hospital or other public or nonprofit private entity located in the United States, the Commonwealth of Puerto Rico, the District of Columbia, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, the Virgin Islands, or the Trust Territory of the Pacific Islands.

PROGRAM REQUIREMENTS

Statutory Purposes:

The purposes of the grants as specified in Section 822(a) of the Act are to assist an eligible applicant to meet the cost of projects to:

(1) plan, develop and operate;
(2) expand; or
(3) maintain programs for the education of nurse practitioners and nurse midwives.

Eligible projects are defined as follows:

(1) A project to *plan, develop, and operate* a program for the education of nurse practitioners and/or nurse midwives (which will be in operation no later than 12 months after the award of a grant under this subpart);

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(2) A project to *expand* a program for the education of nurse practitioners and/or nurse midwives through one or a combination of the following activities:
   (i) a planned increase in student enrollment,
   (ii) the addition to the program of one or more fields of clinical practice, or
   (iii) the addition of a new training site for the total program; or
(3) A project to *maintain* a program for the education of nurse practitioners and/or nurse midwives.

TERMINOLOGY FOR SECTION 822

For the purposes of Section 822(a), the following terms are defined:

"**Nurse Practitioner or Nurse Midwifery Program**" means a *full-time* educational program for registered nurses (irrespective of the type of school of nursing in which the nurses received their training) which meets the regulations and guidelines prescribed by the Secretary and which has as its objective the education of nurses who will, upon completion of their studies in such program, be qualified to effectively provide primary health care, including primary health care in homes and in ambulatory care facilities, long-term care facilities, where appropriate, and other health care institutions.

"**Primary health care**" means care which may be initiated by the client or provider in a variety of settings and which consists of a broad range of personal health care services including:

(1) Promotion and maintenance of health;
(2) Prevention of illness and disability;
(3) Basic care during acute and chronic phases of illness;
(4) Guidance and counseling of individuals and families; and
(5) Referral to other health care providers and community resources when appropriate;
(6) Nurse midwifery services (when appropriate).

In providing such services (1) physical, emotional, social, and economic status, as well as the cultural and environmental backgrounds of individuals, families, and communities (where applicable) are considered; (2) the client is provided access to the health care system; and (3) a single provider or team of providers, along with the client, is responsible for the continuing coordination and management of all aspects of basic health services needed for individual and family care.

"Nurse practitioner" means a registered nurse who has successfully completed a formal program of study designed to prepare registered nurses to perform in an expanded role in the delivery of primary health care including the ability to:

(1) Assess the health status of individuals and families through health and medical history taking, physical examination, and defining of health and developmental problems;
(2) Institute and provide continuity of health care to clients (patients), work with the client to ensure understanding of and compliance with the therapeutic regimen within the established protocols, and recognize when to refer the client to a physician or other health care provider;
(3) Provide instruction and counseling to individuals, families, and groups in the areas of health promotion and maintenance, including involving such persons in planning for their health care; and
(4) Work in collaboration with other health care providers and agencies to provide, and where appropriate, coordinate services to individuals and families.

"Nurse-Midwife" means a registered nurse who has successfully completed a formal program of study designed to prepare registered nurses to perform in an expanded role in the delivery of primary health care to women and babies including the management of normal antepartum, intrapartum, and postpartum care as well as family planning and gynecology.

Length and Content of Program

Each program of education to prepare nurse practitioners and nurse midwives to deliver primary health care shall be a minimum of one academic year (or nine months). At least four months of every program, in the aggregate, shall consist of classroom instruction. All programs shall include clinical practice supervised by the faculty. If a preceptorship is included, it shall be under the direction and supervision of the faculty. For the purposes of this education, a preceptorship is a primary care experience where a student is assigned to a designated preceptor (a nurse practitioner, nurse midwife or physician) who has responsibility for teaching, supervising, and evaluating the student and providing an environment which permits observation, active participation and collaboration in the delivery of primary care.

Organization and Administration

The nurse practitioner and/or nurse midwifery program should conform to the goals and objectives of the sponsoring institution and its existing policies and regulations for educational programs. A nurse practitioner and/or nurse midwifery program shall have active collaboration with nurses and physicians who have expertise relevant to primary care to assist in the planning, development, and operation of

such program. In addition, where the institution or organization conducting the program is other than a school of nursing, school of medicine or school of public health, the collaboration shall be with nurses and physicians who are affiliated with a collegiate school of nursing, school of medicine, or school of public health.

The sponsoring institution is responsible for securing any required institutional clearances and approvals for the planning, development, and/or operation of an educational program to prepare nurse practitioners and/or nurse midwives.

Student Enrollment

A nurse practitioner or nurse midwifery education program shall have an enrollment of not less than eight (8) *full-time* students in each class. All students enrolled in a nurse practitioner or nurse midwifery program must be registered nurses licensed to practice nursing (a) at the time of enrollment, or (b) in the case of a program leading to a graduate degree in nursing, at or prior to the time of completion of the program.

Policies for the recruitment and selection of students shall be developed cooperatively by the sponsoring institution(s) and the faculty responsible for conducting the program.

Proposed or established admission criteria shall take into consideration education and experience of student applicants and should be consistent with institutional policies and regulations.

Faculty Qualifications

The education program must have a sufficient number of qualified nursing, medical, and other related professional faculty who are academically prepared, have clinical expertise relevant to their area of teaching responsibility and demonstrated ability in the development and implementation of educational programs.

Resources

Sufficient educational and clinical resources shall be available to the program; in particular, ambulatory care settings, as well as a variety of other practice settings. Clinical practice facilities must be adequate in terms of space and equipment; numbers of clients; diversity of client age and need for care; and take into consideration the number of students enrolled in the nurse practitioner or nurse midwifery programs and other students using the same facility for training purposes. Written

agreements with appropriate institutions or organizations shall be made if the practice area is separate from the educational institution.

Where the institution or organization conducting the program is other than a school of nursing, medicine or public health, it shall provide for sufficient educational expertise through written agreements with a collegiate school of nursing, school of medicine, or school of public health.

Curriculum

The curriculum shall be a discrete program directed toward preparing registered nurses to function as nurse practitioners or nurse midwives and to effectively deliver primary health care in a particular field of practice. The curriculum shall be collaboratively developed and implemented by nurse educators, physicians and appropriate representatives of other health disciplines. Each of the sections of the curriculum or courses shall be described as to general content, hours of classroom instruction, supervised laboratory and/or supervised clinical practice and/or length and type of preceptorship.

The following are examples of broad areas of program content which should be included: communications and interviewing (history taking); basic physical examination including basic patho-physiology; positive health maintenance; care during acute and chronic phases of illness; management of chronic illness; health teaching and counseling; nurse midwifery services (when appropriate); role realignment and establishment of collaborative roles with physicians and other health care providers; and community resources.

Data Collection and Evaluation

The applicant must develop a plan for collecting student and graduate data and for evaluating the program, students, and graduates to include at least the following:

(1) Program Evaluation

A. Systematic curriculum evaluation by faculty and students in reference to the stated purposes, objectives and conceptual framework of the program.

B. Effectiveness of the education program.

(2) Student Data and Evaluation

A. Tools shall be selected and/or developed that will provide descriptive information to include the following:

(1) number of applications for admission, number of students enrolled;

(2) data on student characteristics (i.e., age, sex, race, educational background, previous work experience including work settings, specialty, type of position);

(3) Graduate Data and Evaluation

A. Tools shall be selected and/or developed that will provide descriptive information to include the following:

(1) number of graduates per class and attrition;
(2) data on characteristics of graduates (i.e., age, sex, race, educational background, previous work experience including work settings, specialty, type of position);
(3) job selection, employment setting and location following graduation.

B. Other areas of evaluation shall include:

(1) utilization and performance of graduates;
(2) employer assessment and satisfaction.

Special Considerations

(1) Under section 822(a)(1) of the Act, the Secretary will give special consideration to projects for programs for the education of nurse practitioners and nurse midwives who will practice in health manpower shortage areas (designated under section 332 of the PHS Act).

(2) The Secretary will also give special consideration to programs for the education of nurse practitioners which emphasize education respecting the special problems of geriatric patients (particularly problems in the delivery of preventive care, acute care, and long term care (including home health care and institutional care to such patients) and education to meet the particular needs of nursing home patients and patients who are confined to their homes.

(3) The Secretary will also give special consideration to projects for nurse practitioner and nurse midwifery programs which will award academic credit to students who successfully complete the training program. 42 CFR Part 57.2406.

APPLICATION PROCESS

Application materials for Nurse Practitioner and Nurse Midwifery Program Grants are available from:

Grants Management Officer (D24)
Nurse Practitioner and Nurse Midwifery Program Grants
Office of Program Support, BHPr, HRSA
5600 Fishers Lane, Room 8C-22
Rockville, Maryland 20857

An application kit for a Nurse Practitioner and Nurse Midwifery Program Grant contains:

- Training Grant Application (Form PHS 6025-1)
- Instructions for preparing Training Grant Application
- Supplement to instructions for preparing a Nurse Practitioner and Nurse Midwifery Program Grant Application
- Nurse Practitioner and Nurse Midwifery Program Guide
- **Federal Register** (November 29, 1977)
- Application Receipt Card

A Nurse Practitioner and Nurse Midwifery Program Grant Application consists of: (1) a completed application form, (2) a narrative statement, and (3) a copy of the latest school catalog, if the applicant is a School of Nursing, Medicine or Public Health.

Length of Support

In general, grant support may be requested for periods up to 3 years. If the grantee wishes to continue the project beyond the period originally approved, a competing application must be submitted. The initial grant request is for three years (01, 02, 03); subsequent requests for support for the same nurse practitioner project are as follows: first competing continuation application is for 2 years (04, 05); the second and all subsequent competing continuation applications are for 3 years (06, 07, 08) etc. In other words, after the fifth year of funding, all competing continuation applications will be for three years.

THE REVIEW PROCESS

Nurse Practitioner and Nurse Midwifery Program Grant applications are received on a continuous basis. Those postmarked on or before each of the receipt dates are reviewed according to the following schedules:

Receipt Date	*Peer Review*	*NACNT* Review*
March 1	June	August
July 1	October	January
November 1	February	May

*National Advisory Council on Nurse Training

It takes approximately seven (7) months for an application to complete the review process. The applicant should keep this in mind when determining the proposed start date of the project.

Applicants who have an active, ongoing grant, and who are submitting a competing continuation application, are advised to submit the application far enough in advance to allow sufficient time to complete the review cycle. For example: Project period for the third year of the grant ends July 31, 1987. The requested start date for the competing continuation application is August 1, 1987. The applicant should submit the application by November 1, 1986.

Grant applications are carefully reviewed by Division of Nursing staff and Grants Management staff for eligibility and completeness. Ineligible applications are returned to the applicant. Applicants who submit an incomplete application are notified and given the opportunity to withdraw the application for revision and submission at a later date.

Nurse Practitioner and Nurse Midwifery Program Grants are reviewed by Ad Hoc Peer Reviewers and the National Advisory Council on Nurse Training.

Peer Review

Each application is assigned to two reviewers with expertise in the subject matter and methodology of the project. These reviewers, using the evaluation criteria included in the regulations and published in the *Federal Register*, prepare a critique of the application.

Following the peer review, Division of Nursing staff prepare a Summary of the reviewer's comments for consideration by the National Advisory Council on Nurse Training.

Applications recommended for approval or disapproval are sent to the National Advisory Council on Nurse Training for final review. Reviewers may recommend deferral of an application because of specific questions about portions of the application which inhibit recommending either approval or disapproval. Supplemental information requested by the reviewers is obtained from the applicant by program staff. The application and supplemental information is then reviewed at the next scheduled peer review.

National Advisory Council on Nurse Training

The National Advisory Council on Nurse Training is a statutory body of 19 members appointed by the Secretary of Health and Human Services to advise the Secretary in the administration of programs authorized by nursing legislation. The final review of Nurse Practitioner and Nurse Midwifery Program Grant applications

is carried out by members of the Council. Two Council members are assigned to review each application. They review both the application and the summary of peer review comments.

The National Advisory Council members vote to approve, disapprove or defer all applications brought before them. A deferred application with requested supplemental information is reconsidered at the next scheduled meeting of the Council.

All applications are notified of the action recommended by the National Advisory Council by letter from the Director, Division of Nursing, within three weeks following the Council meeting. Summary comments which support the action recommended are included with the letter of notification.

THE FUNDING PROCESS

Approved applications are funded as funds become available.

Allowable Costs and Expenditure of Grant Funds

Grants for nurse practitioner and nurse midwifery education programs are intended to assist in meeting the costs of planning, developing and operating, expanding or maintaining programs for the education of nurse practitioners or nurse midwives. As provided for in the *Public Health Service Grants Policy Statement*, typical allowable expenditures include necessary salaries of professionals and other supporting staff engaged in the training programs, purchase of equipment, domestic travel and consultants, as appropriate. Grant support of salaries and wages of professional staff who are not engaged full-time in the training project may not exceed their compensation for the fraction of their total effort in activities within the scope of the approved project. Grant funds may not be used for construction of buildings (including additions, extensions and initial equipping); acquisition of land or buildings; or costs prohibited in 45 CFR, Part 74.

Expenditure of Grant Funds and Rebudgeting

Grant funds may be used only for the purposes described in the approved application or for such related purposes as may subsequently be approved as necessary for the project. For detailed information concerning the definition of allowable costs and the principles governing their allocation to an approved project, applicants should refer to the *PHS Grants Policy Statement*.

Approval of a grant budget by the awarding unit constitutes prior approval for expenditure of funds for costs included in the approved budget, as shown on the "Notice of Grant Award."

Grantee institutions may rebudget funds to meet certain unanticipated needs, when such departures from the approved budget enhance progress of the project toward its stated objective and adhere to the requirements described in the *PHS Grants Policy Statement*.

Indirect Costs

Indirect costs of all grants for nurse practitioner and nurse midwifery programs will be reimbursed at the lesser of the institution's actual indirect cost or eight percent of total costs exclusive of equipment.

Preparation of Funding

In preparation for funding, program staff review the application to determine that the applicant has responded to any questions or specific conditions required by the National Advisory Council on Nurse Training.

Grants Management staff review the budget of all approved applications, deleting any ineligible costs. In addition, they ascertain that the applicant is in compliance with nondiscrimination requirements and has filed the necessary assurances required by law.

Notice of Grant Award

A formal Notice of Grant Award, which includes the starting date of the project, is sent to applicants whose projects are funded. The Notice of Grant Award provides funds for conduct of the project during the first budget period (usually 12 months). The award notice specifies the support recommended and expected to be made available annually for the remainder of the approved project period.

The grantee financial officer is encouraged to establish a working relationship with the Grants Management Branch of the Bureau of Health Professions to facilitate sound fiscal management of the award.

Grants Policy Statement

The *Public Health Service Grants Policy Statement* and April 1984 addendum provide information and a compilation of policies applicable to the award and administration of training grant funds. The *Grants Policy Statement* should be carefully reviewed and consulted for answers to questions pertaining to the administration of the grant and expenditure of grant funds.

Method of Payment

Nurse Practitioner and Nurse Midwifery Program Grant funds are paid to the grantee through the Letter-of-Credit or Monthly Cash Request System applicable to other awards under the DHHS Payment Management System (PMS). Under these systems, grantees draw Federal funds only as they are needed for disbursement. Questions concerning the method of payment should be directed by the individual designated as the payee on the Notice of Grant Award, to:

DHHS Federal Assistance Financing Branch
5600 Fishers Lane
Rockville, Maryland 20857
Area Code (301) 443-1660

Grant funds may be used only for the purposes described in the approved application. For detailed information concerning the definition of allowable costs and the principles governing their allocation to an approved project, applicants should refer to the *Public Health Service Grants Policy Statement*, and PHS Supplemental Chapters to the *DHHS Grants Administration Manual*.

Noncompeting Continuation Application

Continued support for each year of the approved project period is subject to satisfactory progress toward achieving the project objectives, the availability of funds, and the continuation of legislative authority. Noncompeting continuation awards do not compete for funds with new applications. Unobligated funds remaining at the end of each budget period are considered by the awarding unit in determining subsequent continuation awards. A noncompeting continuation application with instructions for completing the application will be sent to the grantee at the appropriate time. A grantee who has not received the continuation application at least 120 days prior to the end of current period should contact the Grants Management Officer.

Competing Continuation Applications

Support to continue a grant beyond the approved project period may be requested in a competing continuation application. Competing continuation applications are reviewed in the same manner as a new application and must compete for available funds.

Supplemental Application

If, during a budget period, funding for project expansion is required over and above that in the currently approved budget, and such funds are not otherwise available; a supplemental application may be submitted. Applications for supplemental funds are reviewed in the same manner as a new application and must compete for available funds. If awarded, the additional amount becomes part of the current grant.

Increased administrative costs take effect during a current budget period, such as fringe benefits or organization-wide or other salary increases not included in the current grant application, may be requested by letter signed by an authorized grantee official. Such requests are noncompeting but are subject to the approval of the awarding component and the availability of funds. Requests for supplemental funds to meet increased administrative costs for subsequent years may be included in the application for continuation support.

CHANGES IN APPROVED PROJECT

Consent must be obtained to change the scope or objectives of the project, to appoint a new project director, or to change the project period. Official notification will be received from the Grants Management Branch, Bureau of Health Professions. Extensive changes in the scope of project activities require review and action by the National Advisory Council on Nurse Training.

TEMPORARY ABSENCE OF PROJECT DIRECTOR

In accordance with the *Public Health Service Grants Policy Statement*, whenever absence of the Project Director is anticipated to exceed a continuous period of three months, plans for conducting the project during such absence, including the designation of an acting director, must be approved in advance. Official notification will be received from the Grants Management Branch, Bureau of Health Professions.

Written requests for such approvals must be countersigned by an authorized official of the grantee institution.

REPORTS

Financial Status Report

A financial status report is required within 90 days after the end of each budget period. A final accounting of expenditures is required within 90 days after the end of the project period. The final financial status report must show no unliquidated obligations and must indicate the exact balance of unobligated funds.

Annual Program Performance Report

Submission of an annual report, which identifies and describes the grantee's progress toward meeting the project objectives, is necessary to assure continued grant support. Materials and instructions for preparing and submitting this report will be sent to the grantee with the continuation application at the appropriate time.

Final Program Performance Report

A final progress report must be submitted within 90 days after the end of the project period.

* U.S. GOVERNMENT PRINTING OFFICE: 1986-491-332:40331